Use this document to learn how to update an employee's profile to ensure correct mandatory assignment.

1. **Click the Admin icon.**
2. **To search for one person:** place name or unique name in the appropriate field.  
   **To search for more than one person:** place an Organization Code or Manager Name in the appropriate fields.  
   You can also leave all fields blank to search for all Faculty or Staff for which you have access.
3. **Click Search.**

4. Click the Edit Profile Information link for the person you need to update.
5. On the Edit Profile screen, verify and update that the employee’s location is correct to ensure the appropriate mandatory assignment.

**Note:** You can also review the Other Information section at the bottom of the page to make sure the appropriate jobs are assigned to this employee.